

<b>RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING</b> <i>(Use to report days within the same month)</i>				
<b>PRIVACY ACT STATEMENT</b>				
<p><b>AUTHORITY:</b> 10 U.S.C., Section 12732.</p> <p><b>PRINCIPAL PURPOSES:</b> To record Reserve Member's inactive duty training for payment, and/or points for years of service credit, and determining fulfillment of requirements for retention in Ready Reserve.</p> <p><b>ROUTINE USES:</b> Information may be disclosed to individuals' employers to verify military duty.</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.</p>				
<b>I. PERSONAL/PAY DATA</b> <i>(Type or print clearly in ink)</i>				
RANK	NAME <i>(Last, First, MI)</i>	HOME MAILING ADDRESS		<input type="checkbox"/> CHECK IF NEW
SSN	RPO <i>(IMAs) UNIT (Unit Reservists)</i>			
PAY STATUS <i>(MUST use separate form for pay and non-pay. Non-pay IDTs - submission to ARPC/DPK applies to IMAs Only.)</i>		<b>INCENTIVE/SPECIALTY PAY</b>		
<input type="checkbox"/> PAY		<input type="checkbox"/> Aviation Career Incentive Pay (ACIP)		
<input type="checkbox"/> NON-PAY		<input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) <i>(Provide authorizing documents)</i>		
		<input type="checkbox"/> Other <i>(Specify)</i>		
<b>TYPE OF TRAINING</b>				
<input type="checkbox"/> TRAINING PERIOD		<input type="checkbox"/> EQUIVALENT TRAINING		<input type="checkbox"/> Other <i>(Specify)</i>
<b>II. TRAINING DATA</b> <i>(List each day of training separately)</i>				RETENTION/RETIREMENT (R/R) DATE
DATE YYYYMMDD	DUTY HOURS WORKED <i>(Inclusive)</i>	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS
TOTAL NUMBER OF HOURS WORKED				TOTAL NUMBER OF POINTS
<b>III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE</b> <i>(Required for lodging only and shall not exceed the number of training days. Complete and return to reservist prior to the reservist reporting for scheduled training.)</i>				
See AFI 34-246, Air Force Lodging Program, and AFI 34-401, Food Service Management. Reservists on Inactive Duty Training (IDT) are authorized to occupy VOQ/VAQ, including contract quarters, in conjunction with the date(s) shown above. On an IDT day, only enlisted reservists in pay status are authorized subsistence-in-kind if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the full food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.				
AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE		LODGING AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE <i>(Must be same or prior to first date of training)</i>	SUBSISTENCE AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IV. CERTIFICATION</b> <i>(Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)</i>				
The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years (18 U.S.C., Section 2871). By signing and dating this form, the Reservist and Certifying Official <i>(training supervisor who has knowledge training was performed)</i> verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of				
RESERVIST'S NAME & PHONE NO. <i>(Type or Print legibly in Ink)</i>		RESERVIST'S SIGNATURE <i>(In Ink)</i>		DATE
CERTIFYING OFFICIAL'S NAME/GRADE/PHONE <i>(Type or Print legibly in Ink)</i>		OFFICIAL'S SIGNATURE <i>(In Ink)</i>		DATE
<b>V. DISTRIBUTION</b>				
The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, HQ ARPC/DPK <i>(IMAs and IRRs only)</i> 6760 E Irvington Pl, Denver CO 80280, for Non-Paid IDTs not later than 2 days for unit members and 30 days for IMAs and IRRs after the member completes the training. One copy each to supervisor, member, and lodging.				